

LEON COUNTY BOARD OF COUNTY COMMISSIONERS

EMS APPROVAL OF FILLING OF REGULAR PART-TIME POSITION

The following employee will meet all the requirements of working in a regular part-time benefits-eligible position:

- *Must work 20 hours per week or 40 hours every pay period for Benefits eligibility and;
- *Must have a consistent work schedule and;
- *Must meet the FRS eligibility requirements of working in a regularly established position with a consistent work schedule. Cannot work just on an "as-needed" basis.

NAME OF EMPLOYEE: _____

HIRE DATE: _____

BASE HOURLY RATE: _____

HOURS WORKED PER PAY PERIOD: _____

APPROVAL BY EMS CHIEF: _____

DATE: _____

VERIFICATION AND APPROVAL OF
FUNDING AVAILABILITY BY OMB: _____

DATE: _____

APPROVAL BY HUMAN RESOURCES: _____

DATE: _____